

Process for Requesting Design Assistance Historic District Commission A Step-By-Step Guide

Applicants with complex projects can request Design Assistance from the Historic District to assist them with the requirements of the Secretary of the Interior's Standards for Rehabilitation as interpreted by the Preservation Briefs. These requests must be submitted **at least 10 days** prior to a meeting. This is not a formal request to the Historic District Commission. An application for a Certificate of Appropriateness is required for all projects in the District.

- Introductory Meeting with Staff or Museum Director/Curator Staff will assist the applicant by explaining the application form and Guidelines. Museum Director/Curator will research any historical documentation available that could assist the applicant.
- Submission of Application Applicant will submit their request to Staff who will review it to make sure they have supplied all the necessary information including a site plan. If no Additional information is needed Staff will process the request.
- Meeting Applicant will discuss their project with the Commission. The Commission will provide feedback that the applicant can use for their application for a Certificate of Appropriateness.

Applicant will complete an application for a **Certificate of Appropriateness**.





Historic District Commission Planning & Zoning 395 Third Street Manistee, MI 49660 231.723.6041 (phone) 231.398.3526 (fax)

Request for Design Assistance

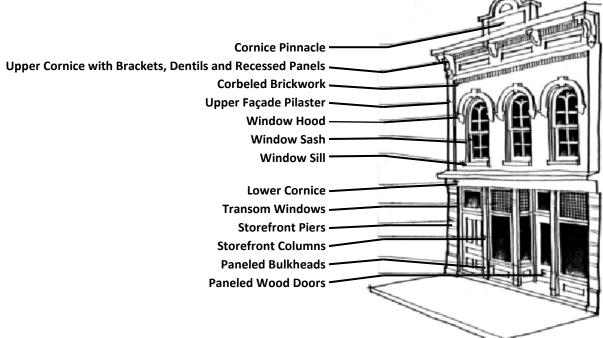
Please Print

	Submission of	•		
This request must be submitted		• •		
Historic District Commission Age				
prior to making Application fo			plication for a Certificate of	
Appropriateness is Required for <u>all projects</u> in the District.				
Property/Applicant Information				
Address: Parcel #				
Name of Owner or Lessee:				
Address:				
Phone #:	Cell#:		e-mail:	
Name of Contractor (if applicabl	e):			
Address:				
Phone #:	Cell#:		e-mail:	
License Number:		Expiration Date		
	Description (of Work		
Describe the proposed project [Use checklist to detail project]				
Attach Photos, sketches, mater	ial information for propo	osed project.		
	Authoriza			
Applicant Signature:		Date:		
Office Use Only				
HDC	Notes:			
Signature:		Date:		

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Design Assistance

This drawing depicts many of the types of historical decoration found in the Manistee Historical Business District. While all of the elements may not apply to your building this should assist in listing areas of renovation. Below is a check list to assist in the application process. Please check all that apply to your project and give a brief explanation of proposed work. Use additional pages if necessary.



Check all of the Renovations that Apply to your project and give a brief explanation of the project attach additional sheets if necessary – Example					
	Cornice Pinnacle:	<u>N/A</u>			
Х	Upper Cornice	Repair and replace with new materials. Wood will be used and painted to match exiting color scheme.			
Х	Corbeled Brickwork	Clean using method prescribed in Preservation Brief #1			
	Cornice Pinnacle				
	Hanan Camina				
	Upper Cornice				
	Corbeled Brickwork				
	Upper Façade Pilaster				
	opper raçade i naster				
	Window Hood				
	Upper Windows				
	opportunities.				
_					
	Lower Cornice				
	Transom Windows				
	Storefront Piers				
	Storenont Fiers				
	Storefront Columns				
	Paneled Bulkhead				
	First Flaggarding				
	First Floor Windows				
	Doors				
	Other				
	Other				
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